



City of Rochester, NY
Robert J. Duffy, Mayor

SITE PLAN REVIEW
(Section 120-191D)
BUREAU OF PLANNING AND ZONING
CITY HALL, 30 CHURCH STREET, ROOM 125B
ROCHESTER, NEW YORK 14614

APPLICATION

APPLICATIONS ARE ACCEPTED BY APPOINTMENT ONLY. To schedule an appointment, please call or e-mail **Jason Haremza** at **(585) 428-7761** or **jason.haremza@cityofrochester.gov**

Office Use	<input type="checkbox"/> <u>MINOR SITE PLAN REVIEW REQUIREMENTS:</u>
<input type="checkbox"/> 1. Fee: \$250.00. <input type="checkbox"/> 2. One (1) copy of the Denied Certificate of Zoning Compliance (CZC), including signature by the Division of Plan Review. <input type="checkbox"/> 3. One (1) copy of the application. <input type="checkbox"/> 4. One (1) copy of the Environmental Assessment Form. <input type="checkbox"/> 5. One (1) copy of an Instrument Survey Map. <input type="checkbox"/> 6. Five (5) copies of a scaled site plan (see attached checklist). <input type="checkbox"/> 7. One (1) copy of a scaled floor plan. <input type="checkbox"/> 8. One (1) copy of scaled elevations of proposed structures, or facade renovations to existing structures. <input type="checkbox"/> 9. Photographs of the subject site, structures on the site, and surrounding properties. <input type="checkbox"/> 10. One (1) set of all drawings, graphics and photographs no larger than 8-1/2" x 11" or reduced to 8-1/2" x 11" or provided digitally in PDF format on CD-ROM. <input type="checkbox"/> 11. For projects in the Center City District, Design criteria checklist and accompanying description of minor deviations.	
Office Use	<input type="checkbox"/> <u>MAJOR SITE PLAN REVIEW REQUIREMENTS:</u>
<input type="checkbox"/> All of the above documents, 2-11, <u>plus:</u> <input type="checkbox"/> 1. Fee: \$500.00. <input type="checkbox"/> 2. Site Section Schematics, superimposed photography, color renderings, or other type of visual aids depicting the proposed development in its built condition within the site and surrounding neighborhood. <input type="checkbox"/> 3. Digital images of the site plan, elevations, graphics/storyboards in PDF format on CD-ROM.	
<p style="text-align: center;"><u>IMPORTANT</u></p> <p>◆ Applications must be submitted in the appropriate number as specified above.</p> <p>◆ All plans must be stamped by a design professional licensed in the State of New York.</p>	

WHAT IS SITE PLAN REVIEW?

Some projects, although generally suitable for a particular location, are capable of adversely impacting surrounding properties and/or the community because of their design, character, nature, size or complexity. Site Plan Review is a way for the City to review and assess an application's attention to critical design elements.

[FOR OFFICE USE ONLY]

ADDRESS: _____ **FILE NUMBER:** _____

DATE FILED: _____ **FEE:** _____

COMMON APPLICATION QUESTIONS

WHAT IS THE REVIEW PROCESS?

1. A Staff Planner will be assigned to your project at a meeting of the Division of Zoning's Site Plan Review Committee. That planner will contact you to introduce him/herself, provide you with their phone number, explain the process, and answer questions.
2. The project will be referred as necessary to various city departments, and other agencies and to the Official Neighborhood Contact for comments and recommendations.
3. If your application is for Major Site Plan Review and requires a referral to the Project Review Committee (PRC), a meeting will be scheduled and notices distributed. Meetings of the PRC are open to the public and the applicant. The PRC makes its recommendation to the Manager of Zoning.
4. The Staff Planner will process information received from the referral agencies, review the project for code compliance, and either prepare Preliminary Findings, a prerequisite to additional approvals, or a Final Decision for cases that do not require additional approvals.

WHO CAN I CALL IF I HAVE QUESTIONS?

The Staff Planner assigned to the project will contact you and provide you with contact information. If you have not been contacted, you may call Jason Haremza at 585-428-7761 or jason.haremza@cityofrochester.gov.

WHAT DO I DO ONCE THE APPLICATION IS APPROVED?

1. Site Plan Approval alone does not authorize the commencement of work. A Site Plan Approval package containing a letter specifying the conditions of the approval and a copy of the approved site plan will be sent to you by mail. The applicant is required to bring this approval package to the Permit Office, City Hall, Room 121B to obtain the required permit(s).
2. A financing plan with an **Irrevocable Letter of Credit**, or other form of security, may be required to ensure the completion of certain site improvements. In addition to the Letter of Credit; when required, the applicant must file a fully executed agreement in the form provided by the City of Rochester. These documents must be filed prior to the issuance of any permits.
3. Site Plan Approval will expire within six (6) months of the receipt of the decision if a building permit is not obtained and maintained. The applicant may request an extension in writing from the Manager of Zoning **prior to** the expiration of the approval.

WHAT HAPPENS IF THE APPLICATION IS DENIED?

If the Manager of Zoning has denied your application, and has suggested alternatives, you may submit a new application with a revised site plan incorporating these alternatives.

The applicant or any person aggrieved by a decision to deny a Site Plan application may, within 30 days of the issuance of the denial letter, file a written request with the Manager of Zoning asking that the application be referred to the City Planning Commission for review and decision. The decision of the City Planning Commission is final.



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SITE PLAN CHECKLIST

Plan Component	For Development or Redevelopment of a Building	For a Parking Lot	For Plans Containing Sign(s)	For Plans Containing Landscaping	For Plans Involving Grading
Instrument Survey including Public Rights-of-Way	X	X	X	X	X
Proposed Structures	X		X	X	
Trash Storage	X				
Structures on Adjacent Properties	X	X	X	X	X
Existing and Proposed Grades	X	X		X	X
Floor Area Ratio	X				
Total Floor Area	X				
Lot Coverage	X	X			
Building Coverage	X				
Percent of Open Space	X	X			
Parking Layout including Drive Aisles and Queuing Areas		X			
Loading Spaces	X	X			
Existing and Proposed Driveways and Curb Cuts	X	X			
Curbing	X	X		X	
Pedestrian Circulation Elements	X	X		X	
Bicycle Parking	X	X			
Snow Storage for Parking lots over 10 Spaces		X			
Existing and Proposed Lighting	X	X	X	X	
Existing Natural and Topographic Features	X	X	X	X	X
Existing and Proposed Signs	X	X	X		
Proposed Landscaping, Fencing, Screening Elements and Maintenance Plan	X	X	X	X	X
Setback Dimensions and Relations of Yard Dimensions to Height of Buildings	X	X	X		

PROJECT INFORMATION

PLEASE TYPE OR PRINT

1. PROJECT ADDRESS(ES): _____

2. APPLICANT: _____ COMPANY NAME: _____

ADDRESS: _____ CITY: _____ ZIP CODE: _____

PHONE: _____ FAX: _____

E-MAIL ADDRESS: _____

INTEREST IN PROPERTY: Owner _____ Lessee _____ Other _____

3. PLAN PREPARER: _____

ADDRESS: _____ CITY: _____ ZIP CODE: _____

PHONE: _____ FAX: _____

E-MAIL ADDRESS: _____

4. ATTORNEY: _____

ADDRESS: _____ CITY: _____ ZIP CODE: _____

PHONE: _____ FAX: _____

5. ZONING DISTRICT: _____

6. DETAILED PROJECT DESCRIPTION (additional information can be attached): _____

7. LENGTH OF TIME TO COMPLETE PROJECT (Attach schedule if phased:) _____

APPLICANT: I certify that the information supplied on this application is complete and accurate, and that the project described, if approved, will be completed in accordance with the conditions and terms of that approval.

SIGNATURE: _____ **DATE:** _____

OWNER (if other than above): I have read and familiarized myself with the contents of this application and do hereby consent to its submission and processing.

SIGNATURE: _____ **DATE:** _____